

## Checklist for risk assessment of VDU work

The worksheet is an oriented procedure for assessing working conditions. If the answer is "no", appropriate measures must be taken or further investigations are required.

If you have any questions about risk assessment and ergonomics at the computer workstation, the Group - Occupational Safety and Environmental Protection and the occupational safety specialists will be happy to advise you.

Institute/Department/Facility: \_\_\_\_\_

Workplace/Activity Area: \_\_\_\_\_

Processor: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. Device safety

The devices used in the workplace carry the CE and/or GS mark.

yes no

### 2. Screen

The top line of the screen is at most at eye level.



The screen can be easily rotated and tilted.

The screen diagonal is > 15 inches (visible 35 cm) or for graphics and other applications > 17 inches (visible 40 cm).

The screen is free of disturbing Reflections or reflections.

### 3. Keyboard/Mouse

The keyboard is separate from the screen (not a laptop)

The keyboard is slightly tilted, the middle Letter row has a height of < 3 cm.

In front of the keyboard are (5-10) cm free table-surface for placing the heel of the hand is available.

Mouse and pad are located in the small Gripping space (< 30 cm from table front edge).



### 4. Work table

Table width > 160 cm.

yes no

Table depth > 80 cm.

Total area for table combination > 1.28 m<sup>2</sup>

Table height: adjustable (68-76) cm or 72 cm if the table is not height adjustable.

Legroom height: > 65 cm.

Legroom width: > 58 cm.

Legroom depth: > 60 cm.

### 5. Swivel chair

5-caster base with braked rollers, depending on the hardness of the floor covering

height adjustable

padded seat, rounded front edge

padded and adjustable backrest with Support in the lumbar region.

Dynamic sitting (change of posture) is possible.

**6. Adjustment of the work equipment to the body dimensions** (2007).

Forearm approximately horizontal, hands in keyboard-height, angle between upper and lower arm > 90°.

Upper thigh approximately horizontal, angle between upper and lower leg > 90°.

Full support of the feet on the floor is possible (if not, footrest is required).

The footrest is present, if necessary. <sup>1.)</sup>

Full-surface foot rest possible on the footrest, Area > (45 x 35) cm<sup>2</sup>. <sup>1.)</sup>

**7. Space requirement/workstation arrangement**

Area per workstation > 8 m<sup>2</sup>, in open-plan offices >12 m<sup>2</sup>.

Free movement area at the workplace > 1.5 m<sup>2</sup>

Minimum depth 1.0 m

Connecting corridors to personal workspace > 0.6 m

trip-free (note e.g. cable routing)

View parallel to window frontage

View parallel to luminaire strips



**8. lighting**

Bright enough (>500 lx)  <sup>2.)</sup>

The lamps/lights do not dazzle.

The surfaces of the equipment and tables are matte.

The lighting does not flicker.

Only lamps of the same light color are present.

External blinds or internal blinds regulate the incidence of sunlight.

**Source:**

The checklist was compiled on the basis of a publication by the Länder Committee for Occupational Health and Safety and Safety Technology

**9. Other working environment**

yes no

- DGUV Information 215-410 "VDU and office workstations

- Noise: sufficiently quiet (office < 55 dB [A]) 2.)
- Climate: Room temperature 20° C to 26° C  1.)
- Humidity pleasant (40-65%)   2.)
- Draft-free (air velocity < 0.15 m/s)   2.)

**10. Man - machine interface 3.)**

- The information is displayed in positive offered (dark characters on a light background).
- The system provides information/help about the respective sequence.
- The information is stored in a user adjusted format and tempo.

**11. Organizational measures**

- There is the possibility of screen work to be interrupted by changes of activity or short breaks.
- The employees were trained in the use of the Screen device instructed.
- The employees or their representation (works council/ Staff Council) were involved in setting up the computer workstation.

**12. Precautionary measures**

- Employees are informed about possible health and are aware of measures to avoid them.
- An initial or follow-up vision examination of employees was offered.

**13. Other measures**

- On a review of the workplace from other reasons can be waived.
- A more extensive assessment of the workplace is in the case of particular mental stress (e.g. in the case of predominant data capture) is required.

1.) evaluate only if necessary.  
2.) subjective assessment is sufficient.  
3.) When procuring the software, it must be checked whether DIN EN ISO 9241-110 is fulfilled.

**Image credits:**

- BG ETEM "Display screen workstations